

Case Management

***CM / ECF***

Electronic Case Files

# CM/ECF Attorney Training



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Case Management

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Electronic Case Files

## **Acronyms & Definitions**

CM = Case Management

ECF = Electronic Case Files

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## What does CM provide?

- Electronic docket sheet
- Tracking of case-related events
- Case queries
- Case management reports
- Replaces WebPacer for Attorneys/Public

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## What is ECF?

- Court documents stored in electronic form
- Automated electronic notification of service

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## **Advantages of ECF**

- Access to electronic docket sheets
- 24-hour access to filed documents via the internet
- Automatic electronic notice of filings
- Simultaneous access to documents
- Less physical storage space needed
- Reduced mail and courier costs

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## **CM/ECF Timeline**

- 60 “Live” Bankruptcy Courts
- 28 “Live” District Courts
- Wave 9 Implementation started May 2002
- “Go-Live” on March 17, 2003
- Further expansion of ECF cases evaluated quarterly

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## **“Go-Live” Implementation Strategy**

- Court requires electronic filing in all new Contract cases where DOD is the defendant (no Pro Se)
- Pre-3/17/03 Contract DOD cases for Chief Judge Damich, Judge Allegra, and Judge Block converted to electronic cases
- All Complaints must be filed traditionally
- All other cases will be docketed traditionally

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## **CM/ECF Expansion - June 16, 2003**

- All new Contract cases will be electronic cases.
- Nature of Suit 100-136, non-ProSe, non-Bid Protest.
- Complaints filed in the traditional paper manner.
- Attorneys will be notified when their case is an ECF case.



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## **CM/ECF Expansion - September 8, 2003**

- Existing Contract cases for Chief Judge Damich, Judge Allegra, Judge Block, Judge Bruggink, and Judge Hewitt will be converted into electronic cases (if not converted already during March 17, 2003 Go-Live)
- Nature of Suit 100-136, non-ProSe, non-Bid Protest
- Pre-September 8, 2003 documents not scanned into electronic form
- Attorneys with applicable cases will be notified

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## PDF Documents

- Documents must be filed electronically in PDF (Portable Document Format)
- Create PDF documents by electronic conversion when possible
- Verify content and format of final PDF document **before** posting to CM/ECF
- Each document must be less than 1M (roughly 300 electronic pages or 45 scanned pages)

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## **Scanned PDF Documents**

- Scanning should be avoided when possible
- Scanned documents are 4-5 times larger than electronically created PDF files
- Scan at 200dpi
- Scan as black and white (not color or grayscale)
- Scan to PDF format
- File size limit still applies

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## **ECF Documents**

- Documents approved for ECF:
  - ▶ Motions, Orders, Notices, Decisions, Reply, Joint Status Report, Response, Witness List, Exhibit List, Appendices, Administrative Records, Findings, Judgments, Bill of Costs, Objections
- Documents not approved for ECF:
  - ▶ Complaints, Trial Evidence, Trial Transcripts, Medical Records, Sealed Documents, Confidential information

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## How Will I Sign Documents?

- “s/” followed by **attorney’s** name must be used in place of a signature on documents
- Login ID and password identifies you on the system

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## **Attorney Registration**

- Attorneys must register for accounts
- Accounts given only for attorneys who are members of the bar
- Attorneys must pass certification test

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## **Fees**

- Public pays standard PACER fees
- Parties get one free look at document within 30 days of filing
- Free documents can be printed and/or saved

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## Hardware/Software Requirements

- PC with Windows or Macintosh
- WordPerfect or Word
- Adobe Acrobat PDF writer
- Netscape Navigator 4.6, 4.7 or Internet Explorer 5.5
- Internet Access
- Scanner



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## What are the Implications for the Bar?

- Attorneys can file court approved documents over the Internet
- New rules and procedures
- New training needs
- New support needs
- New hardware/software needs

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## **Data Dictionary**

- Controls what information and documents are stored in the system
- Documents have standardized names based on dictionary
- Customizable by court
- Users must know which dictionary events to pick

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## **Common Mistakes**

- Filed document in wrong case
- Filed wrong document
- Filed document with corruption or formatting errors
- Filed to wrong system (Train instead of Live)
- Document not signed
- Mistakes must be corrected by the Clerks Office

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## More Information

- Court's public website at [www.uscfc.uscourts.gov/cmecf.htm](http://www.uscfc.uscourts.gov/cmecf.htm) for
  - ▶ Training Schedule
  - ▶ On-Line Training Database
  - ▶ On-Line CBT
  - ▶ User Manual for Attorneys
  - ▶ Registration forms
  - ▶ Data Dictionary Lists
  - ▶ On-Line Streaming Video
- CM/ECF User Assistance Line at 202-219-9942 or 866-784-6273 (toll free)

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**Questions?**



**Thank You**